

**STANDARD OPERATING PROCEDURES FOR**

**NATIONAL RESPONSE PLAN**

**ACTIVATIONS**

**EMERGENCY SUPPORT FUNCTION #11**

**AGRICULTURE AND NATURAL RESOURCES**

**December 28, 2006**

**United States Departments of  
Agriculture and the Interior**



These guidelines are under ongoing review. Please send questions or comments to:

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U.S. Department of Agriculture  
1400 Independence Avenue,  
Washington, DC 20250  
Telephone: (202) 720-7654

The above address also may be used to request paper copies of this document.

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### **Foreword**

This guide provides Standard Operating Procedures (SOP) for use when responding to disasters and emergencies under Emergency Support Function (ESF) #11, Agriculture and Natural Resources, of the National Response Plan (NRP), when activities are funded under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, *et seq.*), or when assistance from ESF #11 is requested and funded by another agency.

Additionally, when there is an emergency that USDA or Department of the Interior (DOI) determines requires assistance from the NRP and would constitute an actual or potential incident requiring a coordinated Federal response, the procedures in this document would be followed, with USDA as the lead federal agency requesting NRP activation. The intent of this guide is to encourage the application of SOPs nationwide.

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## STANDARD OPERATING PROCEDURES FOR NRP ESF #11 ACTIVATIONS

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## **I. EMERGENCY SUPPORT MISSION**

The U.S. Department of Agriculture (USDA) resources are leveraged through the mechanisms defined in the National Response Plan (NRP) when an actual or potential incident requiring a coordinated Federal response has been declared or there is a Presidentially declared disaster or other emergency. The NRP is intended to integrate the federal government's domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. As the core plan for national incident management, the NRP replaced the Federal Response Plan, the U.S. Government Interagency Domestic Terrorism Concept of Operations Plan, and the Federal Radiological Emergency Response Plan. It is linked to hazard-specific Federal contingency plans, such as the National Oil and Hazardous Substances Pollution Contingency Plan, designed to implement specific statutory authorities and responsibilities of Federal departments and agencies.

The USDA is the Coordinator Agency for implementing the Agriculture and Natural Resources Emergency Support Function #11 (ESF #11) under the NRP. The USDA is also the Primary Agency in 3 of the 4 parts of ESF #11. The Department of the Interior (DOI) is the Primary Agency on the fourth part which addresses natural and cultural resources and historic properties (NCH) protection.

The purpose of ESF #11—Agriculture and Natural Resources—is to support State, local, and tribal authorities and other Federal agency efforts to address:

- (1) provision of nutrition assistance;
- (2) control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective exotic plant disease, or economically devastating plant pest infestation;
- (3) assurance of food safety and food security (under USDA jurisdiction and authorities); and
- (4) protection of natural and cultural resources and historic properties prior to, during, or after an actual or potential incident requiring a coordinated Federal response as defined in the NRP.

Under the Stafford Act, the USDA and DOI will be integrated into the multiagency activities to include: the Interagency Coordination Council (IAC), the National Resource Coordination Center (NOC-NRCC), the Regional Resource Coordination Center (RRCC) and the Joint Field Office (JFO) or multiple JFO's. These interagency groups are comprised of representatives from each of the primary agencies and FEMA staff.

## **II. ORGANIZATIONAL STRUCTURE**

**Headquarters Level Response Structure:** The headquarters ESF #11 operates under the direction of the USDA coordinator. The Animal and Plant Health Inspection Service (APHIS) has been delegated authority to act as the USDA ESF #11 Coordinator, and as such, is responsible for coordinating ESF #11 activities at the NOC-NRCC. APHIS also serves as the link between the NOC-NRCC and the ESF #11 partner Agencies [Food and Nutrition Service (FNS), Food Safety Inspection Service (FSIS) and DOI].

**Regional Level Response Structure:** The regional ESF #11 operates under the direction of a USDA coordinator. APHIS has been delegated ESF #11 Coordination responsibilities, and as such, is responsible for coordinating ESF #11 activities at the RRCC.

### **III. NOTIFICATION**

FEMA will contact the USDA ESF #11 Coordinator and the primary POC for FNS to advise that ESF #11 has been activated.

The USDA ESF #11 Coordinator will then contact:

1. POCs for the partner Agencies (FNS if not already contacted directly by FEMA; FSIS and DOI) to advise them of the date/time and call-in number for a follow up ESF #11 conference call.
2. The USDA Office of Homeland Security.
3. The USDA Operations Center at (202) 720-5711 or (877) 677-2369 and advise them to prepare for the deployment of the ESF #11 Red/White Team to their location and request workstations be set up and Desk Guides deployed.
4. ESF #11 NRCC Red/White Team members and advise of date/time of expected deployment to the NOC-NRCC and USDA Operations Center.
5. Appropriate Regional ESF #11 Coordinator, if the RRCC or JFO are activated, and advise them of the date/time and call-in number for a follow up ESF #11 conference call.

### **IV. NRCC RED/WHITE TEAM RESPONSIBILITIES AND DUTIES**

A. The primary responsibilities of the Red/White Team members assigned to the NRCC are:

1. Ensure ESF #11 desk at the NRCC is manned during all Operational periods.
2. Ensure the FEMA Mission Assignment (MA) is completed and approved. (See Appendix A for Sample MA). The MA must be signed by FEMA, and accepted by the part of ESF #11 that has been tasked before any action is taken to ensure reimbursement to the Agency from FEMA. Initial MA's issued by FEMA may be oral or written.
3. Through the POC for each activated part of ESF #11, monitor expenditures to ensure the MA dollar limitation is not exceeded. If it is anticipated that the dollar limitation set forth in the MA will be exceeded, the POC for each activated part of ESF #11 submits an ARF (Appendix B) for additional funding and obtains a MA Amendment from FEMA with the new funding limit.

4. Ensure tasking instructions are understood. If necessary, clarify whether or not this is a direct MA from FEMA, or a sub-tasking through another ESF primary agency. If FEMA is tasking the USDA as a primary agency, outside of the ESF #11 functional area, request they document this action on the MA.
  5. Ensure coordination with each ESF #11 Agency's National Incident Coordination Center (NICC) and Geographical Area Coordination Center (GACC) coordinators as necessary.
  6. Ensure reimbursement and accounting procedures with FEMA are established and working properly.
  7. Coordinate closely with other ESF liaisons at the NOC-NRCC whose organizations are involved in common missions.
  8. Based on information from the POC of each activated part of ESF #11, provide continuous, updated information to the NOC-NRCC on the status of ESF #11 activities as the lead or support agency.
  9. Serve as liaison between FEMA and the ESF #11 partner agencies.
  10. Act as coordinator for supporting the needs of the ESF #11 partner Agency POCs on the incident.
- B. The NRCC ESF #11 Red/White Team members are assigned certain duties to meet these responsibilities. The following is a summary of duties typically performed by the ESF #11 Red/White Team members deployed to the NRCC:
1. Maintain a daily shift log of events.
  2. Prepare situation reports (SitRep) as required by the NOC-NRCC Director, describing the activities and status of ESF #11 resources and other resources (see Appendix C).
  3. Provide input to planning and reporting processes of the NOC-NRCC, as requested.
  4. Establish and maintain files of pertinent correspondence, reports, and other information generated.
  5. Develop After Action Report as required by FEMA.
  6. Maintain up-to-date rosters of names and phone numbers for ESF #11 Agency POCs and Red/White Team members available.
  7. Based on input provided through SitReps from the ESF #11 Agency POCs deployed to the RRCC or JFR, prepare daily briefing (Appendix C) of ESF #11 activities and provide that report back to partner Agency ESF #11 POCs.

- C. The ESF #11 Red/White Team leader or other designated team member will present status reports of ESF #11 accomplishments at the daily NOC-NRCC Director's meetings, and other periodic briefings relative to FEMA and ESF #11 operations.

## **V. REGIONAL RESPONSIBILITIES AND DUTIES**

- A. The primary responsibilities of the Regional ESF #11 Coordinators are to:
  - 1. Advise the National ESF #11 Coordinators of activations and tasking, and ensure the ESF #11 desk at the RRCC or JFO are manned during Operational periods.
  - 2. Assist representatives from each activated part of ESF #11 in obtaining completed and approved MAs from FEMA. The MA must be signed by FEMA, and accepted by the part of ESF #11 that has been tasked, before any action is taken to ensure reimbursement to the Agency from FEMA. Initial MA's issued by FEMA may be oral or written.
  - 3. Through the Agency POC for each activated part of ESF #11, monitor expenditures to ensure the MA dollar limitation is not exceeded. If it is anticipated that the dollar limitation set forth in the MA will be exceeded, the POC for each activated part of ESF #11 submits an ARF (Appendix B) for additional funding and obtains a MA Amendment from FEMA with the new funding limit.
  - 4. Ensure tasking instructions are understood. If necessary, clarify whether or not this is a direct MA from FEMA, or a sub-tasking through another ESF primary agency. If FEMA is tasking the USDA as a primary agency outside of the ESF #11 functional area, request they document this action on the MA.
  - 5. Ensure coordination with NICC and GACC, as appropriate.
  - 6. Ensure reimbursement and accounting procedures with FEMA are established and working properly.
  - 7. Coordinate closely with other ESF liaisons at the RRCC whose organizations are involved in common missions. As the primary ESF, prepare an ARF when sub-tasking to another agency (DOI and State resources involved in incident response). Ensure sub-tasking MA's are completed and approved.
  - 8. Based on the SitReps from the POC of each activated part of ESF #11 provide continuous, updated information to the RRCC on the status of ESF #11 activities as the lead or support agency.
  - 9. Serve as liaison between FEMA and the ESF #11 primary agencies.
  - 10. Act as coordinator for supporting the needs of the ESF #11 representatives on the incident.

- B. The Regional ESF #11 Coordinators perform certain duties to meet these responsibilities. The following is a summary of duties typically performed by the Regional ESF #11 Coordinators at the RRCC:
1. Maintain a daily shift log of events.
  2. Prepare SitReps (Appendix C), as required by the RRCC Director, describing the activities and status of ESF #11 resources and other resources. Provides these reports to the Red/White ESF #11 Team member at the NOC-NRCC.
  3. Provide input to planning and reporting processes of the RRCC, as requested.
  4. Based on SitReps from the Agency ESF #11 POCs, prepare daily briefing (Appendix C) of ESF #11 activities and provide that report back to the POC for each part of ESF #11.
  5. Present status reports of ESF #11 accomplishments at the daily RRCC Director's meetings and other periodic briefings relative to FEMA and ESF #11 operations.
  6. Establish and maintain files of pertinent correspondence, reports, and other information generated.
  7. Develop After Action Report as required by FEMA.
  8. Maintain up-to-date rosters of names and phone numbers for ESF #11 Agency POCs and Regional response staff.
- C. The Regional ESF #11 Coordinator or other staff member will present status reports of ESF #11 accomplishments at the daily RRCC Director's meetings, and other periodic briefings relative to FEMA and ESF #11 operations.

## **VI. FINANCIAL/ADMINISTRATIVE REQUIREMENTS**

The POC for each activated Partner Agency under ESF #11 is responsible for providing their own financial services and support to their field response operations and for ensuring appropriate financial forms are filed with FEMA for reimbursement of expenditures.

**VII. ESF #11 PRIMARY AND SUPPORT AGENCY ROLES AND RESPONSIBILITIES**

<p><b>Nutrition Assistance</b></p> <p><b>Primary Agency:</b> <b>Department of Agriculture/Food and Nutrition Service</b></p>	<p>Determines the availability of USDA foods, including raw agricultural commodities (e.g., wheat, corn, oats, and rice) that could be used for human consumption and assesses damage to food supplies.</p> <p>Coordinates with State, local, and tribal officials to determine the nutrition needs of the population in the affected areas based on the following categories: acutely deficient, moderately deficient, self-sufficient, and surplus supplies.</p> <p>At the discretion of the Administrator of the FNS, and upon request by the State, approves emergency issuance of food stamp benefits to qualifying households within the affected area.</p> <p>At the discretion of the Administrator of the FNS, makes emergency food supplies available to households for take-home consumption in lieu of providing food stamp benefits for qualifying households.</p> <p>Works with State and voluntary agencies to develop a plan of operation that ensures timely distribution of food in good condition to the proper location, once need has been determined.</p>
<p><b>Nutrition Assistance</b></p> <p><b>Support Agency:</b> <b>Department of Commerce/National Oceanic and Atmospheric Administration</b></p>	<p>Provide incident specific forecasts indicating optimal growth conditions for plant disease/pests of raw agricultural commodities (e.g., wheat, corn, oats, and rice); Provides scientific expertise, observation systems and facilities supporting contaminant analysis of costal and marine biomass; Through emergency measures reduces or eliminates restrictions to expand areas available for seafood harvest: Provides access to NOAA Weather Radio All Hazards for dissemination of notices for public safety notices and contacting emergency managers through EMWIN/Weather Wire systems.</p>

<p><b>Animal and Plant Disease and Pest Response</b></p> <p><b>Primary Agency:</b>  <b>Department of</b>  <b>Agriculture/Animal and Plant</b>  <b>Health Inspection Service</b></p>	<p><b>Animal Diseases—APHIS, Veterinary Services</b></p> <p>Detects animal disease anomalies and assigns Foreign Animal Disease Diagnosticians to conduct investigations.</p> <p>After diagnosis of disease, circulates warning notice to appropriate Federal and State officials in order to facilitate a more timely and efficient response.</p> <p>Coordinate disease countereasures including depopulation and disposal, cleaning and disinfection/biosecurity.</p> <p>Coordinates tasks with other ESFs, Veterinary Medical Assistance Teams, and voluntary animal care organizations to respond.</p> <p>Coordinates surveillance activities along with ESF #8 – Public Health and Medical Services in zoonotic diseases.</p> <p>Coordinates with ESF #8 in the case of a natural disaster in which animal/veterinary/wildlife issues arise, to ensure support for such issues.</p> <p>Coordinates with ESF #10 activities regarding oil/hazmat issues involving livestock/wildlife/pets.</p> <p><b>Plant Pests – APHIS, Plant Protection and Quarantine</b></p> <p>Detects plant pests and diseases; assigns technical experts and field personnel to conduct survey, control, regulatory, eradication and recovery programs.</p> <p>Establish quarantines or otherwise regulate the movement of affected plants within, outside, or into the regulated area.</p> <p>Work with producers, distributors, and state governments to recover from losses incurred. Through the Office of the Secretary, can provide emergency compensation funding to producers for effective mitigation efforts on approved commodities as assessment needs are determined and funding resources become available.</p> <p>Coordinates tasks with other ESF's, State Plant Regulatory Officials, National Plant Board, Industry, Academia and voluntary plant organizations in order to effect a coordinated response.</p> <p>Coordinate with EPA and other Federal and State agencies as necessary to address effective and timely use of pesticides for pest control.</p> <p>Conducts civil and criminal investigations along with other Federal and State Law Enforcement Agencies.</p>
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<p><b>Animal and Plant Disease and Pest Response</b></p> <p><b>Support Agency:</b> <b>Department of Commerce/National Oceanic and Atmospheric Administration</b></p>	<p>Provides detailed site-specific weather forecasts and forecasts of dispersal patterns for wind- or water-borne disease/pest factors; Detects pests and diseases affecting costal ecosystems and associated fisheries (e.g.; “red tides”); Provides aerial mapping and satellite remote sensing for damage assessment in costal and marine areas (e.g., anoxic “dead zones”); Works with Federal, State, local and industry partners to develop response to disease/pest impacting fisheries (e.g., Pfiesteria).</p>
<p><b>Food Supply Safety and Security</b></p> <p><b>Primary Agency:</b> <b>Department of Agriculture/Food Safety and Inspection Service</b></p>	<p>Assesses whether meat, poultry, and egg product processors, distributors, and importers in the affected area are able to provide safe and secure food. The operations of facilities that cannot produce unadulterated products are suspended, and other facilities continue to undergo regular or enhanced inspection and verification, including laboratory monitoring of food samples.</p> <p>Works with Federal, State, and local authorities as well as industry to conduct tracing, recall, and control of adulterated products. This includes proper disposal of contaminated products in order to protect public health and the environment in the affected area.</p> <p>Provides Geographic Information Systems mapping capability for the meat, poultry, and egg product facilities it regulates to assist State and local authorities to establish food control zones to protect the public health.</p>
<p><b>Food Supply Safety and Security</b></p> <p><b>Support Agency: Department of Commerce/National Oceanic and Atmospheric Administration</b></p>	<p>Provides seafood inspection capabilities to assess safety, wholesomeness, proper labeling and quality of fish and fishery products through process and product verifications, product evaluations and certifications, and laboratory analysis; Provides environmental data archive for baseline conditions and scientific expertise to evaluate disposal alternatives of contaminated products to mitigate impact of run-off on costal ecosystems; Provides detailed site-specific weather forecasts and forecasts of travel time for river contaminants; Provides contaminant analysis expertise and facilities.</p>

<p><b>NCH Resources Protection</b></p> <p><b>Initial Primary Agency:</b> <b>Department of the Interior</b></p>	<p>Provides scientific/technical advice, information, and assistance to help prevent or minimize injury to and to restore or stabilize NCH resources. Areas covered include terrestrial and aquatic ecosystems; biological resources, including fish and wildlife, threatened and endangered species, and migratory birds; historic and prehistoric resources; mapping and geospatial data; geology; hydrology, including real-time water flow data; earthquakes and other natural hazards; on- and offshore minerals; energy; and coal mining.</p> <p>Makes available the response resources of the National Interagency Fire Center, such as incident management teams, communications equipment, transportation resources, temporary housing and feeding resources, etc., in cooperation with USDA and to the extent possible.</p> <p>Provides technical assistance in contract management, contracting, procurement, construction inspection, and NCH resources assessments and restoration (natural resources), preservation, protection, and stabilization.</p> <p>Provides technical and financial assistance to landowners and communities as appropriate to help assess the restoration needs for important fish and wildlife habitat and population restoration.</p>
<p><b>NCH Resources Protection</b></p> <p><b>Support Agency: Department of Commerce/National Oceanic and Atmospheric Administration</b></p>	<p>Provide incident specific forecasts of weather and atmospheric or marine dispersal patterns; Provide law enforcement support to costal and near-shore resources; Provides information on meteorological, hydrological, ice, and oceanographic conditions for marine, costal, and inland waters; Provides expertise and consultation on essential fish habitat issues and marine mammals; Provides expertise and scientific assistance on coral reefs and coral reef ecosystems.</p>

<p><b>NCH Resources Protection</b></p> <p><b>Support Agency:</b></p> <p><b>Department of Agriculture</b></p>	<p>Provides technical advice, information, and assistance to help prevent or minimize injury to and to restore or stabilize NCH resources. Areas covered include: plant materials propagation; soil surveys; drought preparedness and mitigation; critical habitat, including environmentally sensitive and culturally significant areas; watershed survey, planning, protection, and rehabilitation; and reforestation and other erosion control.</p> <p>Provides technical and financial assistance to State and tribal governments in developing natural resource management and protection plans, primarily for forested areas.</p> <p>Provides emergency financial assistance to State and tribal governments for recovery efforts on forested lands as assessment needs are determined and funding resources become available.</p>
	<p>Assesses the availability of DOD food supplies and storage facilities capable of storing dry, chilled, and frozen food.</p> <p>Assesses the availability of DOD transportation equipment, material handling equipment, and personnel for support. This responsibility is confined to the posts, camps, and stations within or adjacent to the affected area.</p> <p>Assesses the availability of laboratory and diagnostic support, subject-matter expertise, and technical assistance that may be provided.</p> <p>Assists animal emergency response organizations, or others as requested and appropriate. Provides resources including senior Army Veterinary Corps Officers to function as Defense Veterinary Liaison Officers and Defense Veterinary Support Officers (who serve as the on-site point of contact for DOD veterinary functions) and other military specialists trained in foreign animal disease diagnosis, epidemiology, microbiology, immunology, entomology, pathology, and public health.</p> <p>Provides laboratory support to assist and augment the capabilities of APHIS.</p> <p>Assists in the development of response plans.</p> <p><b>U.S. Army Corps of Engineers (DOD/USACE):</b> Provides expertise and resources to assist in the removal and disposal of contaminated and noncontaminated debris affecting NCH resources.</p>
<p><b>Support Agency:</b></p> <p><b>Department of Energy</b></p>	<p>In the initial phase of a nuclear or radiological emergency, leads the multiagency Federal Radiological Monitoring and Assessment Center (FRMAC).</p>

<p><b>Support Agency:</b> <b>Department of Health and Human Services (HHS)</b></p>	<p>Determines which foods are fit for human consumption and identifies potential problems of contaminated foods.</p> <p>Provides health education in the areas of food preparation and storage.</p> <p>Provides laboratory and diagnostic support, subject-matter expertise, and technical assistance as well as field investigators to assist in product tracing, inspection and monitoring, and interdiction activities.</p> <p>Provides human health-related information, including surveillance for foodborne disease and occupational safety and health issues.</p> <p>Works with USDA and other Federal, State and local authorities as well as industry to conduct tracings, recall, and control of adulterated products. This includes proper disposal of contaminated products in order to protect public health and the environment in the affected area. Provides additional support in interdicting adulterated products in transport and at ports of entry.</p>
<p><b>Support Agency:</b> <b>Department of Homeland Security</b></p>	<p>Works with the Infrastructure Liaison concerning all issues dealing with the recovery and restoration of the associated critical infrastructure sector supported by the ESF, including the allocation and prioritization of resources, demographic information about the disaster area, and private sources of food.</p> <p>Provides additional support in interdicting adulterated products in transport and at ports of entry; subject-matter expertise and technical assistance (e.g., Customs and Border Protection Agricultural Specialists); and air and transport services (e.g., the U.S. Coast Guard), as needed, for personnel and laboratory samples.</p> <p>Maintains the National Asset Database (NADB) which is a database of critical infrastructure and key assets and maintains detailed information on selected sites derived from site visits and collection of vulnerability assessments.</p> <p>Provides assistance on issues relating to disasters on historic properties.</p>
<p><b>Support Agency:</b> <b>Department of the Interior/U.S. Geological Survey</b></p>	<p>Serves as the point of contact for any zoonotic diseases involving wildlife. Assists in responding to a highly contagious/zoonotic disease, biohazard event, or other emergency involving wildlife by providing wildlife emergency response teams; geospatial assessment and mapping tools; assistance in the identification of new emerging and resurging zoonotic diseases; the services of a Biosafety Level 3 laboratory for diagnostic disease and biohazard analyses; assistance with the prevention, control, and eradication of any highly contagious/zoonotic disease involving wildlife; and carcass disposal facilities, as appropriate.</p>
<p><b>Support Agency:</b> <b>Department of Labor</b></p>	<p>The Occupational Safety and Health Administration provides worker safety and health technical assistance during emergency animal health and NCH resources protection activities. This assistance may include site safety monitoring, worker exposure sampling and analysis, and respirator fit-testing.</p>
<p><b>Support Agency:</b> <b>Department of State</b></p>	<p>Facilitates an integrated response between nations when animal and/or plant disease or other pest outbreaks represent transborder threats.</p>

<p><b>Support Agency:</b> <b>Environmental Protection Agency</b></p>	<p>Works with USDA, HHS, state agencies and private sector in response to food and agriculture incidents by provides technical assistance, subject-matter expertise, and response support on assessment and selection of treatment and disposal options that are environmentally protective.</p> <p>Works with USDA, HHS, and the private sector to identify and approve the use of suitable pesticides for controlling animal disease as well as plant disease and pests, in agricultural and food facilities and in water. Also establishes required maximum residue limits (tolerances) for pesticides in food and feed commodities to enable legal commodity trade and ensure food safety.</p> <p>In the event of a nuclear or radiological emergency, supports the FRMAC during the initial phase of the emergency and leads the FRMAC for the later phases. Also provides protective action assistance through the Advisory Team for the Environment, Food, and Health.</p> <p>Provides investigative support and intelligence analysis for incidents involving oil or hazardous materials.</p> <p>Provides technical assistance in determining when water is suitable for human consumption and canning.</p>
<p><b>Support Agency:</b> <b>General Services Administration</b></p>	<p>Supports the FNS for any necessary procurement efforts required to meet the needs of the affected population.</p>
<p><b>Support Agency:</b> <b>American Red Cross</b></p>	<p>Identifies and assesses requirements for food and distribution services on a two-phase basis: (1) critical emergency needs immediately after the disaster, and (2) longer-term sustained needs after the emergency phase has ended. Coordinates the food distribution efforts of other voluntary organizations.</p>
<p><b>Support Agency:</b> <b>Department of Justice, Department of Transportation, and the U.S. Postal Service</b></p>	<p>All have control over movement of people, conveyances, and/or things. In the event of a plant or animal disease they can help enforce a quarantine zone by inspection and movement control.</p>

## **VIII. REFERENCE LIST**

1. The National Response Plan  
([http://www.dhs.gov/interweb/assetlibrary/NRP\\_FullText.pdf](http://www.dhs.gov/interweb/assetlibrary/NRP_FullText.pdf))
2. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, *et seq.*)
3. Food Stamp Act of 1977, as amended
4. 44 CFR 206 subpart A, section 206.8 paragraph c

## Appendix A

## Mission Assignment

FEDERAL EMERGENCY MANAGEMENT AGENCY Mission Assignment (MA)		See Reverse for Paperwork Burden Disclosure	O.M.B. NO. 3067-0278 Expires February 29, 2004
<b>I. TRACKING INFORMATION (FEMA Use Only)</b>			
State:		Action Request #:	
<b>Program Code/Event</b> #:		Date/Time Rec'd:	
<b>II. ASSISTANCE REQUESTED</b>		<input type="checkbox"/> See Attached	
Assistance Requested:			
Quantity:	Date/Time Required:		Internal Control #:
Delivery Location:			
Initiator/Requestor Name:	24-hour Ph/Fax	Date:	
POC Name:	24-hour Ph/Fax	Date:	
* State Approving Official (Required for DFA and TA):			Date:
<b>III. INITIAL FEDERAL COORDINATION (Operations Section)</b>			
Action to:	<input type="checkbox"/> ESF #: <input type="checkbox"/> Other:	Date/Time:	Priority: <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 3 High <input type="checkbox"/> 5 <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 4      Normal Medium
<b>IV. DESCRIPTION (Assigned Agency Action Officer)</b>		<input type="checkbox"/> See Attached	
<u>Mission Statement:</u>  Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at <a href="http://www.fema.gov/ofm/maprogress">www.fema.gov/ofm/maprogress</a> .			
Assigned Agency:		Projected Start Date:	Projected End Date:
<input type="checkbox"/> New or <input type="checkbox"/> Amendment to MA #:		Total Cost Estimate: \$	
Assigned Agency POC Name:		Phone and fax #s:	
<b>V. COORDINATION (FEMA Use Only)</b>			
Type of MA:	<input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Cost Share (0%)	<input type="checkbox"/> Federal Operations Support State Cost Share (0%)
State Cost Share Percent: %		State Cost Share Amount: \$	
Fund Citation: 200 - 06 - _____ - 9024 - 2501 - D		Appropriation code: 58X0104	
Mission Assignment Coordinator (Preparer):			Date:

** FEMA Project Officer/Branch Chief (Program Approval):		Date:
** Comptroller/Funds Control (Funds Review):		Date:
<b>VI. APPROVAL</b>		
* State Approving Official (required for DFA and TA):		Date:
** Federal Approving Official (required for all):		Date:
<b>VII. OBLIGATION (FEMA Use Only)</b>		
Mission Assignment #:	Amt. This Action: \$	Date/Time Obligated:
Amendment #:	Cumulative Amt. \$	Initials:

**Appendix A continued**

PRE-SCRIPTED MISSION ASSIGNMENTS (copied from FEMA pre-scripted mission assignment package)

**Example 1**

**Assistance Requested:** Activate USDA member(s) of the National Incident Management Team for initial Incident Command Post set-up operations.

**Assigned Agency:** USDA through ESF #11.

**Action to:** RRCC Logistics Section of ESF #11 send copies to the NOC-NRCC ESF #11, APHIS EOC and appropriate USDA Regional/District office.

**Mission Statement Language:** Provide USDA representative to GSA to serve on the Incident Management Team. [Activation instructions will be provided in writing if possible before deployment, or verbally and followed up with written documentation when available.]

**Amount of Funding:** \$35,000.00

**FEMA Project Officer:** RRCC Logistics Section Chief

**Note:** USDA assets are ordered through a mission assignment to ESF #11 but directed to USDA specifically.

## **Example 2**

**Assistance Requested:** Activate USDA and DOI support members of the Mobilization Center Team for continuing Mobilization Center operations

**Assigned Agency:** USDA through ESF # 11

**Action to:** RRCC Logistics Section of ESF #11 send copies to the NOC-NRCC ESF #11, APHIS EOC and appropriate USDA Regional/District office.

**Mission Statement Language:** Provide USDA and DOI resources to support Mobilization Center Operations, to include primary and remote location facilities as determined to be necessary. Requirements include, support to the Logistics Administration functions to include resources, contracting and administrative support areas [will be based on the requirements developed by the MCMT].

**Amount of Funding:** \$750,000.00

**FEMA Project Officer:** RRCC Logistics Section Chief

**Note:** USDA assets are ordered through a mission assignment to ESF #11 but directed to USDA specifically.

## Appendix B

FEMA ACTION REQUEST FORM DR- ____			
R E Q U E S T  E M I S S I O N S P O N D E R	<b>Priority:</b>	Urgent - ( <b>life saving</b> , to responder immediately)	
	(circle)	High - (to responder within 30 minutes, if needed in next 24 hrs.)	
		Medium - (to responder within 120 minutes, if needed within 24-48 hrs.)	
		Normal - (to responder within same day, if needed after 48 hrs.)	
	<b>From</b> (your name):	<b>Date:</b> /     /	
	(your signature):	_____	
	<b>Who</b>	<b>Time:</b> :     AM / PM	
	(Organization):	_____	
	<b>Mission Assignment #:</b>	_____	
	<b>What</b> (Synopsis):	_____	
<b>Why</b> (details, include justification):	_____		
	_____		
	_____		
	_____		
	_____		
	Attachment(s):     Y / N		
	Estimated cost (based on information about the problem):		
	<b>When</b> (desired completion date):     /     /	<b>Time:</b> :     AM / PM	
	<b>Where:</b> If needed:		
	Work site Point of Contact: _____		
	Work location: _____	Phone #:     (     )     -     X	
	Delivery site: _____		
<b>F</b>	Organization assigned to: _____ Name: _____		
<b>E</b>	FEMA POC: _____ Status:     Open / Closed / Denied		
<b>M</b>	<b>FCO Priority:</b> Y / N		
<b>A</b>	_____		
	(Identify FCO priority above)	<b>Signature</b> (Authorized FEMA Official)	
<b>R</b>	<b>Comments:</b> _____		
<b>E</b>	_____		
<b>S</b>	_____		
<b>P</b>	_____		
<b>O</b>	_____		
<b>N</b>	_____		
<b>D</b>	_____		
<b>E</b>	Attachment(s):     Y / N		
<b>R</b>	<b>Estimated cost:</b>	<b>Provider's Fund</b>	
	<b>Paying Agency:</b> _____	<b>Cite:</b> _____	
	Agency Location	<b>Procurement Doc#:</b> _____	
		(Enter % funded by     % State	



Code

(if known) :

\_\_\_\_\_

**Date completed:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

State)

\_\_\_\_\_  
\_\_\_\_\_

**Time:**

\_\_\_\_\_

:

\_\_\_\_ **AM / PM**

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## Appendix C

### Briefing Paper (SitRep) Template

#### Sample Daily Situation Report for Natural Disaster Situations

UNCLASSIFIED / FOUO

HURRICANE KATRINA (ESF #11 NOC-NRCC)

Friday, September 9, 2005;

#### Incident Action Plan Overall Objectives:

- Provide timely and coordinated response to minimize harm to the US Agricultural community, provide food supplies in support of the FEMA Mission, and to facilitate recovery from the effects of Hurricane Katrina.
- Provide for the safety of all assigned incident personnel in the execution of all mission assignments.
- Continue collaboration and coordination with other ESFs under the NRP with emphasis on the Agriculture industry and interests to identify issues that may arise as a result of the hurricane.
- Use DisasterHelp.gov for coordination and communication.
- Host daily conference call of all ESF #11 partners to improve communications and collaboration.
- Cross-train as many ESF #11 partners as possible in NOC-NRCC and RRCC functionality.

Emergency Response Issues		
Emergency Support Function (ESF)	Status	Remarks
Agriculture & Natural Resources (ESF-11)	Activated	<u>Animal and Plant Health:</u> <ul style="list-style-type: none"><li>•1 Working to provide livestock producers generators and fence mending materials.</li><li>•2 Poultry carcass disposal issues looming as access to rural areas increases and is being jointly addressed with debris removal mission.</li><li>•3 Valuable, irreplaceable research animals successfully evacuated from research facility in New Orleans.</li></ul> <u>Food</u> <ul style="list-style-type: none"><li>•1 The USDA Technical Service Center (TSC) in Omaha, NE is now offering 24 hr customer service for the meat, poultry and processed egg industry to help meet the needs of the impacted region. The TSC can be reached at 402-221-7400 or 1-800-233-3935.</li></ul> <p>The USDA Food Safety Mobile has been diverted from its normal schedule to visit affected areas and provide food</p>

		safety education assistance to help prevent outbreaks of foodborne illness.
--	--	---

Information above is submitted to FEMA and the following additional information is added and distributed within USDA:

USDA is working with the Department of Homeland Security's Bureau of Customs and Border Protection to determine whether meals ready-to-eat (MREs) donated by France, Italy, and the United Kingdom can be allowed entry into the United States. The issue is bovine spongiform encephalopathy concerns (BSE). USDA is trying to determine the origin of the meat used in the meals. The MREs in question are being warehoused in Little Rock, Arkansas.

Louisiana State University made available an assessment of damage to Louisiana agriculture, forestry, and fishery sectors by Hurricane Katrina. This assessment is available on the internet at [www.disasterhelp.gov](http://www.disasterhelp.gov).

A National Emergency Resource Registry is posted on the internet at [www.swern.gov](http://www.swern.gov).

USDA offers an emergency relief program for farmers and ranchers. Information can be accessed at <http://www.fsa.usda.gov/pas/subscribe.asp>.

Agriculture damage assessments obtained in Mississippi indicate that 83 percent of the 144 facilities sustained damage.

## **Appendix D**

### **General Contact Directory**

#### **D-1. NOC-NRCC**

General Contact:	(202) 646-2424
Emergency Support Function 11 Desk:	(202) 646-2451
Fax Number:	(202) 646-2484

#### **D-2. RRCC**

##### **Region 1 –**

General Contact:	(617) 956-7506
Fax Number:	(617) 956-7506

##### **Region 2 –**

General Contact:	(212) 680-3611
Fax Number:	(212) 680-3681

##### **Region 3 –**

General Contact:	(717) 651-2040
Fax Number:	(717) 651-2007

##### **Region 4 –**

General Contact:	(770) 220-5600
Fax Number:	(770) 220-5265

##### **Region 5 –**

General Contact:	(312) 408-5500
Fax Number:	(312) 408-5521

##### **Region 6 –**

General Contact:	(940) 898-5399
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#### **D-3. AEOC**

General Contact (during business hours):	(301) 436-3110
After hours:	(800) 601-9327
Fax Number:	(301) 734-4603

## **Appendix E**

### **PRIMARY AND SUPPORT AGENCY STANDARD OPERATING PROCEDURES**

#### **E-1 Animal and Plant Health Inspection Service Standard Operating Procedures**

##### **Activation**

When the APHIS POCs learn through an ESF #11 Coordinators conference call that APHIS is being tasked as the primary agency in an animal or plant health emergency under ESF #11 or is needed to provide assistance to support another primary agency's ESF #11 activation, the APHIS POC will contact the Emergency Management Leadership Council (EMLC), who will decide what support will be provided by APHIS. The EMLC will activate an APHIS Incident Management Team and a National Incident Coordinator to organize APHIS response and make key resource allocation decisions, with the support of the regional Board of Directors or their designated point of contact. This includes decisions about which personnel will go to the National Resource Coordination Center (NOC-NRCC), Regional RCC (RRCC), and/or emergency operations centers (EOC) such as a Joint Field Office (JFO).

##### **Coordination**

The APHIS POCs will advise the ESF #11 USDA Coordinator(s) of the names of APHIS resources personnel staffing the NOC-NRCC, the RRCC, and the JFO. The ESF #11 Coordinator will ensure that the names of all ESF #11 personnel staffing the NOC-NRCC, RRCC, and JFO and/or other EOCs are provided to FEMA and that they have the necessary identification cards for building entry.

Animal health incidents are coordinated by APHIS' Veterinary Services (VS) program. Plant health incidents are coordinated by APHIS' Plant Protection and Quarantine (PPQ) programs. Associated wildlife disease activities coordinated by VS working with APHIS' Wildlife Services program or in the case of primary Wildlife issues, Wildlife Services will take the lead for ESF #11 and coordinate with the Department of the Interior as necessary. Associated genetically modified plant health activities are coordinated by PPQ working with APHIS' Biotechnology Regulatory Services program. Associated animal care and welfare activities are coordinated by APHIS Animal Care program.

##### **Responsibilities**

Coordination and communication duties of APHIS personnel staffing ESF #11 at the NOC-NRCC, RRCC, and JFO include:

- Discussion with FEMA about the specific support needed from APHIS and ESF #11 support agencies.
- Discussion with FEMA about whether FEMA or APHIS will task support agencies, including State cooperators, based on discussion with those agencies and with FEMA.
- Provision of copies of mission assignments and/or related documents to support agencies, if APHIS is the tasking agent.
- Call to head of interagency legal support team when assistance is requested in emergency compliance with relevant environmental and regulatory laws.
- Participation in NOC-NRCC, RRCC, or JFO meetings.
- Coordination with other ESF liaisons who are involved in common missions.
- Resolution of issues that arise at lower levels (e.g., the RRCC would try to resolve issues from the JFO) or within that level.

- Providing input to the ESF #11 Coordinator for daily and other reports required by FEMA.
- Keeping the ESF #11 Coordinator and all ESF #11 support agencies apprised of daily activities, operational priorities, and issues of note.

Mission accomplishment duties of APHIS personnel staffing ESF # 11 at the NOC-NRCC, RRCC or JFO are:

- Identifying resources required to support disaster response activities and facilitating or mobilizing resources either directly or through support agencies;
- Providing staff for the operations functions at fixed and field facilities;
- Activating and tasking support agencies, if this is not done by FEMA;
- Managing Mission Assignments and coordinating tasks with support agencies, as well as appropriate State agencies, including ensuring that the mission assignment is completed and approved and that tasking instructions are understood;
- Planning for short-term and long-term incident management operations;
- Working with appropriate private sector organizations to maximize use of all available resources;
- Maintaining a daily shift log of events at each coordination center where there is an APHIS representative supporting ESF #11 operations;
- Preparing situation reports as required by the director of each coordination center where there is an APHIS representative supporting ESF #11 operations, describing the activities and status of APHIS assets;
- Establishing and maintaining files of pertinent correspondence, reports, and other information generated;
- Developing after-action reports as required by FEMA;
- Executing or ensuring support agencies execute contracts and procure goods and services as needed;
- Ensuring financial and property accountability for APHIS activities supporting ESF #11 operations, including monitoring expenditures to ensure the mission assignment dollar limitation is not exceeded. When it is anticipated that the dollar limitation set forth in the mission assignment will be exceeded, submitting an Action Request Form (ARF) for additional funding; and
- Preparing and submitting bills to FEMA, consistent with the Financial Management Support Annex to the National Response Plan.

Support agencies are responsible for:

- Conducting operations or furnishing available personnel, equipment, or other resource support as requested by FEMA or APHIS;
- Participating in planning for short-term and long-term incident management operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first responder standards;
- Assisting in conducting situational assessments; and
- Maintaining financial and property records for submission to APHIS, consistent with the Financial Management Support Annex to the National Response Plan.

The USDA Operations Center will provide ongoing communications support as needed for the ESF #11 activation.

## **E-2 Food and Nutrition Service Standard Operating Procedures**

### Activation:

When the ESF #11 Coordinators learn through the ESF #11 conference call which, if not all, of the ESF #11 services are activated, the coordinators will make arrangements to staff the NOC-NRCC (and in turn, the RRCC and the JFO) with appropriate personnel.

### Responsibilities:

The ESF #11 nutrition assistance liaison (coordinator) will be responsible for performing such tasks as:

- Maintaining a daily log of events.
- Identifying food sources required to support disaster/emergency response activities.
- Managing mission assignments (if any) and coordinating with state agencies and support agencies.
- Ensuring that mission assignments (if any) are completed and approved and that tasking instructions are understood.
- Preparing program situation reports to advise of status of nutrition assistance activities.
- Preparing and delivering daily briefings at NOC-NRCC (RRCC and JFO) meetings.
- Establishing and maintaining contacts with support agencies as necessary.
- Ensuring that all pertinent information is communicated to the FNS command center (RRCC and JFO).

### Financial/Administrative Requirements:

The ESF-11 nutrition assistance liaison (coordinator) will establish and maintain a process for cost tracking and obligations, if any.

## **E-3 Food Safety and Inspection Service Standard Operating Procedures**

### Activation

For an incident involving food safety and security, FSIS assumes primary responsibility as the primary agency. Upon learning that FSIS is being tasked as the primary agency (or as a support agency, under ESF #11) the FSIS POC will immediately arrange a second conference call (or telephone bridge) with the POCs of other ESF #11 agencies for a discussion to confirm which agency shall be the ESF #11 Coordinator Agency. The FSIS POC will contact USDA Operations Center to provide notice of the Agency's activation under ESF #11. Next, the FSIS POC will conduct a conference call with on-duty members of the FSIS EMC to arrange taskings for each participating office and to designate the FSIS ESF #11 Coordinator.

### Responsibilities

The FSIS ESF #11 Coordinator directs the overall FSIS response under ESF #11. The FSIS ESF #11 Coordinator also fulfills FSIS responsibilities under ESF #11 as the Primary Agency and, when so designated, as the Coordinator Agency. The FSIS ESF #11 Coordinator may designate Assistant Coordinators, as needed, to fulfill those responsibilities.

The FSIS ESF #11 Coordinator coordinates activities of with the FSIS ESF #11 Regional Coordinator, if one is designated, FSIS offices, and other ESF #11 agencies. The FSIS ESF #11 Coordinator ensures that actions are coordinated with, and conducted cooperatively with, State, local and tribal incident management officials and with private entities, in coordination with the JFO, RRCC, and NOC-NRCC, as required.

#### **A. HQ Level Response**

The coordinator convenes a conference call with appropriate support agencies and non-Federal partners to assess the situation and determine appropriate actions. The national response is coordinated at the NOC-NRCC. The Coordinator alerts supporting organizations and requests that they provide representation. The ESF #11 coordinator provides information to and/or attends meetings of the Interagency Incident Management Group (IIMG) for the duration of the incident. The primary agency for the incident assembles and interagency staff to support operations at the NOC-NRCC, RRCC, and JFO.

Initial Actions include the following: (1) Assess the operating status of inspected meat, poultry, and egg product processing, distribution, import, and retail facilities in the affected area, and (2) Evaluate the adequacy of available inspectors, program investigators, and laboratory services relative to the emergency on a geographical basis.

The FSIS ESF #11 Coordinator ensures that the following administrative tasks are performed: 1) maintain a daily log of events, 2) manage mission assignments, ensuring approval and completion, 3) prepare situation reports, 4) conduct periodic briefings, and 5) track and document expenses.

The FSIS ESF #11 Coordinator works with the FSIS Emergency Management Committee to task FSIS offices, and provide personnel and resources in support of the following responsibilities:

- 1 Assessing whether meat, poultry and egg product processors, distributors, and importers in the affected area are able to provide safe and secure food. The operations of facilities that cannot produce unadulterated products are suspended, and other facilities continue to

undergo regular or enhanced inspection and verification, including laboratory monitoring of food samples.

- 2 Working with Federal, State and local authorities as well as industry to conduct tracing, recall, and control of adulterated products. This includes proper disposal of contaminated products in order to protect public health and the environment in the affected area.
- 3 Providing Geographic Information Systems mapping capability for the meat, poultry, and egg product facilities it regulates to assist State and local authorities to establish food control zones to protect the public health.

The FSIS ESF #11 Coordinator ensures that the following actions are taken:

- 1 Inspect and verify slaughter and processing plants, distribution and retail sites, and import facilities at ports of entry.
- 2 Engage in laboratory analysis activities to screen meat, poultry, and egg products for chemical, biological, and radiological agents.
- 3 Suspend operations of meat, poultry, and egg processing plants as appropriate.
- 4 Engage in surveillance of food safety/security-related illness, injury, and other consumer complaints.
- 5 Coordinate with State, local, and voluntary organizations to determine the extent to which FSIS resources are needed and can be provided.
- 6 Conduct product tracing to determine the source, destination, and disposition of adulterated and/or contaminated products.
- 7 Control all identified FSIS-inspected products at inspected establishments that are suspected or found to be adulterated through product recall, seizure, and detention and/or closures of regulated establishments.

#### B. Regional Level Response

The regional response is coordinated by USDA at the RRCC. An FSIS District Office representative, designated by the Assistant Administrator, Office of Field Operations, as the FSIS ESF #11 Regional Coordinator and serves as the Senior USDA Federal Official of the JFO Coordination Group in the affected area. District and Field offices coordinate field response activities according to internal policies and procedures.

The FSIS ESF #11 Regional Coordinator carries out responsibilities identified for the FSIS ESF #11 Coordinator, at the regional level, in support of the HQ coordinator. The FSIS ESF #11 Regional Coordinator keeps the HQ coordinator informed of developments and actions at the regional level.

## **Appendix F**

### **ACRONYMS**

AC	Animal Care
AEOC	APHIS Emergency Operations Center
APHIS	Animal and Plant Health Inspection Service
ARF	Action Request Form
BRS	Biotechnology and Regulatory Service
DHS	Department of Homeland Security
DOI	Department of the Interior
DRC	Disaster Recovery Center
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FNS	Food and Nutrition Service
FSIS	Food Safety and Inspection Service
GACC	Geographical Area Coordination Center
NOC	National Operations Center
IAC	Interagency Coordination Council
JFO	Joint Field Office
MA	Mission Assignment
MAC	Multi-Agency Coordination
MACS	Multi-Agency Coordination System
NCH	Natural and Cultural Resources and Historic Properties
NICC	National Incident Coordination Center
NOAA	National Oceanic and Atmospheric Administration
NOC-NRCC	National Resources Coordination Center

NRP	National Response Plan
OEMHS	Office of Emergency Management and Homeland Security
OFSEP	Office of Food Security and Emergency Preparedness
OHS	Office of Homeland Security (USDA)
POC	Point of Contact
PPQ	Plant Protection and Quarantine
RRCC	Regional Resources Coordination Center
SOP	Standing Operating Procedures
USDA	U.S. Department of Agriculture
VS	Veterinary Services
WS	Wildlife Services